

# CITY OF MILWAUKIE

## **CLASSIFICATION: BUILDING OFFICIAL**

Department: Community Development/Building  
Location: Johnson Creek Blvd.  
Category: 1-Officials & Administrators

Grade Number: 18 (28)  
Management, Supervisory Confidential Group EEO

FLSA: Non- exempt

## **DESCRIPTION:**

Administers and enforces State building codes (structural, mechanical, and plumbing) within the City of Milwaukie, and acts as a technical expert. Formulates and supervises work activities of the Building Division staff and coordinates with other departments for the administration of local codes and ordinances. Directs and coordinates customer service delivery for the Building Division. This position works under the general supervision of the Community Development/Public Works Director.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to the Building Division. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Manages building inspection and permit operations to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed. Establishes goals and objectives for assigned activities. Develops new programs and procedures to comply with current laws or policies and to maximize the efficiency of the building function within the City.
5. Reviews building plans, and inspects permitted construction projects to ensure compliance with applicable codes and approved plans. Coordinates processing of permit applications, and issues permits after fulfillment of application requirements and compliance with rules/regulations.
6. Acts as building codes technical expert to developers, contractors, in-house staff, and general public. Responds to questions. Proactively advises customers, when possible, to alert them to technical issues/problems.
7. Coordinates with City staff, consultants, engineers, builders, developers, architects, and the public as necessary regarding building plans, inspection results, and code requirements. Attends pre-

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- application and pre-construction meetings.
8. Issues stop work orders, and takes other appropriate action as authorized as the Building Official, where construction is not permitted or contravenes issued permits or applicable codes.
  9. Manages assigned contracts to achieve goals within available resources. Reviews progress of contracts and holds contractors accountable for terms of contracts.
  10. Coordinates activities with other department staff and other City departments that may be concerned or affected by building projects, typically including the Engineering, Planning and Code Enforcement divisions and with other agencies.
  11. Reviews applicable changes in building codes and state statutes; attends building related meetings as necessary.
  12. Prepares correspondence and notices regarding conformance to codes and ordinances, responding to contractors, engineers, and others, or provides information regarding code changes.
  13. Classifies building occupancies at time of permit applications and issues occupancy certificates for all structures.
  14. Reviews and reports on land use application referrals for compliance with building code.
  15. Collaborates with Planning and Public Works staff to identify and resolve problems in the development review process.
  16. Maintains positive public relations with customers and is responsive to customer needs.
  17. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
  18. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education:**

- i) High school diploma or GED required; or
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) At least seven (7) years experience in building, mechanical and/or plumbing inspections; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Knowledge of practices, principles and procedures of the Oregon Structural, Mechanical and Plumbing Specialty Codes, and other codes and ordinances applicable to area of assignment.
- iv) Knowledge of building construction materials and methods, engineering principles, construction phases, and their relationship to an enforcement program.
- v) Skill to effectively supervise and motivate staff.
- vi) Ability to plan, organize and oversee multiple assignments and evaluate the

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- work of others.
- vii) Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- viii) Ability to communicate effectively both orally and in writing, regarding complex technical issues.
- ix) Ability to interpret technical information.
- x) Ability to develop goals and long range planning for department.
- xi) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xii) Ability to prepare and analyze comprehensive and technical reports.
- xiii) Ability to manage multiple projects often within tight timeframes.
- xiv) Ability to establish and maintain effective working relationships.
- xv) Ability to work as a team member and to cultivate a team climate.
- xvi) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.
- c) Certified as a State of Oregon Building Official
- d) State of Oregon Certification as an "A" level Plans Examiner/ Fire-Life Safety
- e) State of Oregon Certification as an "A" level Structural & Mechanical Inspector
- f) 1 and 2 Family Dwelling Plans Examiner
- g) 1 and 2 Family Structural Inspector
- h) 1 and 2 Family Dwelling Mechanical Inspector
- i) Manufactured Dwelling Installation Inspector

**Desired:**

- a) State of Oregon Certification as an "A" level Plumbing Inspector
- b) 1 and 2 Family Dwelling Plumbing Inspector

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

- a) This position has full scope of supervisory responsibility over assigned staff in the building division.
- b) Operates under the general direction and supervision of the Community Development/Public Works Director.

6. **Communications:**

- a) Position requires frequent amount of communication with City residents, other departments within the City, vendors, other government entities, professional service firms, media, and contractors.
- b) Communication is frequently complex and often involves confidential or sensitive information.

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7. **Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed with a moderate degree of temperature extremes, dirty or otherwise disagreeable conditions. Employee may be exposed to physical risk from construction site equipment and construction in progress.
- b) Travel is required to inspection sites.

9. **Resource Accountability:**

- a) This classification has budgetary authority and is responsible for the budget of the department and is responsible for ensuring the budget of the department through user fees.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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